

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, May 16, 2011**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, May 16, 2011** at the time of 7:15 o'clock p.m., immediately following the Special Meeting of the Highland Town Council.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Konnie Kuiper and Brian Novak were present. Councilor Dan Vassar was absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Others present: John Bach, Public Works Director and Robin Carlascio of Idea Factory and Editor of the municipal News Letter was also present.

General Substance of Matters Discussed

1. With leave from the Town Council, Robin Carlascio discussed with the Town Council a new problem with the weight of the 11" x 17" paper used to produce the monthly newsletter. Ms. Carlascio related that for reasons still unclear, the paper used for the newsletter now creates an added weight problem that would be cost prohibitive. Ms. Carlascio represented that Lithographics was "*trimming the paper*" in order to prevent the added cost but could no longer perform this without adding the cost of the trimming. Ms. Carlascio indicated that she would be seeking to figure out if the 60 lbs. stock somehow has changed and get to the bottom of the costs issue. However, she contacted the printer, CJ Printing, and the printer will perform the trimming prior to delivery to Lithographics for an added cost of \$40 per month.

Ms. Carlascio wished to report that there would be an increase to costs of \$40 per month for the newsletter costs. Ms. Carlascio stressed this added cost would not be coming to her or the Idea Factory.

The Town Council acknowledged her report. No objection was presented. There was no discussion regarding identifying funding for the added costs.

2. Mr. and Mrs. Gary and Donna Ritz, 8811 Woodward Avenue, with leave from the Town Council, presented a concern related to the on-going reconstruction project currently underway in the Brantwood neighborhood. The Woodward Avenue address is implicated as the house is a corner house and its side property is being affected in consequence of the Idlewild Avenue Reconstruction Project, funded by a general improvement district.

Mr. and Mrs. Ritz represented that based upon the lines identified by the surveyors, the loss of the side yard was significant and included several trees. Mr. and Mrs. Ritz represented that they accepted the loss of the trees. However, the proposed sidewalks for installation, while in fact 15 feet from the edge of the house, when allowing for the air conditioner unit that is in the field, the distance seems more like 10 feet. Mr. and Mrs. Ritz appealed to the Town Council that the proposed location of the sidewalk was too proximate to the house. They further urged that the Town Council proceed with the installation of a curb but that the sidewalk addition be omitted. Mr. and Mrs. Ritz stated that if the sidewalk would be allowed to be constructed as proposed, there would be an undue loss of privacy for the family, that maintenance on the Air conditioner unit would be more difficult, and that there could be a loss of value to the property.

There was a colloquy between and among the Town council Members, the Clerk-Treasurer, and the Public Works Director. While no vote was taken, an informal consensus emerged suggesting that the sidewalk proposed be omitted but rights to install in the future be reserved.

3. The Town Council discussed the pending and still due appointments to the Community Events Commission and the Municipal Plan Commission. The Town Council President suggested that

there may be readiness to make appointments for the Community Events Commission, and that these would be placed on the agenda for action at the May 23rd plenary business meeting.

4. The Town Council discussed some suggested amendments to the Public Works Code proposed by the Utilities Engineer, Mr. Terry Hodnik, P.E. of NIES Engineering, that he proposed would allow some procedural economy for frequent bidders of Town projects. He proposed an annual certifying process rather than one in which the contractor would file with each project, in fulfillment of the recently adopted responsive and responsible bidder provisions defined in the Public Works Code, particularly in *Section §177.10*.

After the discussion, it was determined that the Ordinance should be prepared with the proposed amendments and placed on the agenda for the Town Council's consideration.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council, of **Monday, May 16, 2011**, was adjourned at 7:43 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer